Generally, much of the justification information required for a PO voucher is entered when completing the requisition and therefore should not be keyed when entering the voucher. Please note that part numbers are not sufficient descriptions for items purchased. Clear descriptions should be in the requisition.

**WHERE**
The ship-to may be sufficient. If it does not reflect the true location, make sure it is documented.

**WHEN**
The invoice date, both on the image and the voucher, satisfies this.

**WHAT**
The invoice is specific here. If it isn’t, ensure that voucher lines are.

**WHY**
The reason for a request should be included in the requisition.

**WHERE**
The person initiating the request must be entered in the requisition comments.

**WHO**
The reason for a request should be included in the requisition.

**WHAT**
The invoice is specific here. If it isn’t, ensure that voucher lines are.